GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICE - MA&UD Department – Establishment – Guidelines for Re-apportionment & Transfers of all categories of Teachers working in the Urban Local Bodies under Municipal Management in the State – Orders – Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (D1) DEPARTMENT

G.O.Ms.No.125 Dated:08.10.2021.

Read the following:-

1. G.O.Ms.No.59, Finance(HR.I-Plg.& Policy) Dept., Dt.04-07-2019.
2. G.O.MS.No.53, School Edu. (SER.II) Dept., Dt.12.10.2020.
3. G.O.MS.No.54, School Edu.(SERVICES.II) Dept., Dt.12.10.2020.
4. Letter from the CDMA, AP, Guntur vide Lr.Roc.No.3996360/ 2020/E, dt.12.11.2020.

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O R D E R:-

In pursuance of the orders issued vide references 2nd & 3rd read above, the Commissioner & Director of Municipal Administration, AP, Guntur has submitted proposal vide their letter in the reference 4th read above for Re-apportionment & Transfers of all categories of Teachers working in Municipal Education under Management of Municipal Administration in the State.

2. After careful consideration of the matter, Government hereby issue the guidelines / instructions for transfers and postings to all the categories of Teachers working in the Municipal Management for effecting General Transfers – 2020 within the District as appended to this order. Government is the competent authority to modify / amend the guidelines, if required. The Department of MA&UD in Government shall be the competent authority to effect the transfer of the teachers, if required, on administrative grounds, irrespective of the above guidelines / framework and time schedule, during an academic calendar year.

3. The Commissioner & Director of Municipal Administration, Guntur is also permitted to adopt the further orders issued by the Government (School Education Department / Director of School Education Department) from time to time in this regard.

4. The Head of the Department concerned is responsible for the implementation of the transfer orders in the most transparent manner possible without giving any scope for complaints / allegations. Any violation of these guidelines will be viewed seriously by the Government.

5. The requests of the teachers having any charges / ACB / Vigilance cases pending against him / her shall not be considered for transfer. The authority shall indicate this fact clearly against the name of the employee if there is any request for transfer and no TA / DA will be paid to the employees as these transfers are effected at their request.

6. The Commissioner and Director of Municipal Administration, A.P, Guntur is requested to take further necessary action in the matter, subject to condition that these transfers shall be effected after ban is lifted by the Govt. of AP. And he is also informed to instruct all the Regional Director of Municipal Administrations(RDMAs) concerned to follow the above guidelines during the transfers counseling.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Y. SRILAKSHMI
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Commissioner & Director of Municipal Administration, Andhra Pradesh, Guntur.
All the Regional Director of Municipal Administrations concerned through the Commissioner & Director of Municipal Administration, AP, Guntur.
All the Municipal Commissioners concerned through the C&DMA, AP, Guntur.
The Director of Treasuries and Accounts, A.P, Ibrahimpatnam, Vijayawada.
The Director of State Audit, A.P., Vijayawada.
The District Treasury Officers concerned through the C&DMA.
Copy to:-
Finance (HR.I) Department, A.P. Secretariat.
PS to Minister for MA&UD.
P.S. to Spl. Chief Secretary (MA&UD)
SF / SC.

//FORWARDED : BY ORDER//

P.v.s. Rangl

SECTION OFFICER

ANNEXURE TO G.O.Ms.No.125 , MUNICIPAL ADMINISTRATION DEPARTMENT, DATED: 08/10/2021

Guidelines for Re-apportionment & Transfers of Municipal Teachers

I. RE-APPORTIONMENT

1. Applicability :

i. These guidelines shall be applicable to all categories of Teachers working in Municipalities / Corporations as per Service Rules, 2016 i.e. Head Masters, School Assistants, Specialist Teachers, PS HMs, Teachers and other equivalent categories in Primary / Upper Primary/ High Schools in the State.

Sl.No.	Class	Designations
1	I	1. Headmaster/Headmistress of High School
2	II	1. School Assistant (Mathematics) 2. School Assistant (Physical Sciences) 3. School Assistant (Biological Science) 4. School Assistant (Social Studies) 5. School Assistant (English) 6. School Assistant (Telugu) 7. School Assistant (Hindi) 8. School Assistant (Urdu) 9. School Assistant (Oriya) 10. School Assistant (Tamil) 11. School Assistant (Kannada) 12. School Assistant (Sanskrit) 13. School Assistant (Physical Education) 14. Headmaster of Primary School (L.F.L)
3	III	1. Secondary Grade Teacher 2. Language Pandit (Telugu) 3. Language Pandit (Hindi) 4. Language Pandit (Urdu) 5. Language Pandit (Oriya) 6. Language Pandit (Tamil) 7. Language Pandit (Kannada) 8. Language Pandit (Sanskrit) 9. Physical Education Teacher 10. Art Teacher 11. Drawing Teacher 12. Music Teacher 13. Dance Teacher 14. Manual Training Instructor (Weaving) 15. Manual Training Instructor (Carpentry) 16. Sewing Teacher 17. Textile, Printing and Training Teacher

		18. Sewing, Tailoring and Needle work Teacher 19. Drawing and Sewing Teacher
4	IV	1. Librarian in High School

2. **Basis**:

Guidelines issued in G.O.Ms.No.53 and 54 dated.12.10.2020 of School Education Dept., for Re-apportionment and Transfers are adapted to the Municipal schools.

3. The details of Teacher-Pupil ratio/Staff pattern for re-apportionment of Primary, Upper Primary and High Schools are shown in the following Tables as prescribed in G.O.Ms.No.53, School Education Dept., dated.12.10.2020:

Primary Schools (I to V Classes) – Staff Pattern

(Table – I)

Enrolment range (I to V Classes)	Head Master	No. of SGTs	Total
151 - 200	1	5	6
121 - 150	-	5	5
91 - 120	-	4	4
61 - 90	-	3	3
Up to 60	-	2	2

i. Apportion of Teachers to Primary Schools shall be on the basis of RTE norms indicated inTable-1.

ii. After 200 student enrolment, for every 40 additional students, one additional SGT will be provided.

iii. On completion of the entire Re-apportion exercise, if any working SGTs are found surplus (rendered without work due to above norms given) in the district, such teacher shall be allotted to needy schools on work adjustment as per norms given above. In previous re-apportionment, if any posts kept under Commissioner Pool, the same should be included in the cadre strength as per the re-apportionment guidelines.

iv. The LFL HM posts shall be provided to the Primary Schools having student enrolment of 151 and above. Where LFL. H.Ms are working in the schools having 150 and below the strength and not covered under compulsory transfer, such LFL HM post may be adjusted against the justified SGT post in that school. Such LFL H.M. may be considered on par with SGT in that school.

v. After arriving reapportionment as per the guidelines, if any sanctioned vacant posts are available, they may be treated as unfilled vacancies in the cadre strength of the school. The unfilled vacancies shall be allotted on the basis of enrolment in descending order.

Upper Primary Schools (For classes VI & VII) - Staff Pattern

(Table –IIA)

Sl. No.	Range VI to VII Classes	SA M/PS	SA BS	SA Eng	SA SS	LP/SA I Lang	LP/SA II Lang	Total Posts
1	386-420	5	1	2	2	2	2	14
2	351-385	4	1	2	2	2	2	13
3	316-350	4	1	2	2	2	1	12
4	281-315	4	1	1	2	2	1	11
5	246-280	4	1	1	1	2	1	10
6	211-245	4	1	1	1	1	1	9
7	176-210	3	1	1	1	1	1	8
8	141-175	2	1	1	1	1	1	7
9	101-140	1	1	1	1	1	1	6
10	Up to 100	1	0	0	1	1	1	4

Upper Primary Schools (For class VI to VIII)- Staff pattern

(Table –II B)

Sl. No	Range VI to VIII classes	SA M/PS	SA BS	SA Eng	SA SS	LP/SA I Lang	LP/SA II Lang	Total Posts
1	386-420	5	2	2	2	2	2	15
2	351-385	4	2	2	2	2	2	14
3	316-350	4	2	2	2	2	1	13
4	281-315	4	1	2	2	2	1	12
5	246-280	4	1	1	1	2	1	10
6	211-245	4	1	1	1	1	1	9
7	176-210	3	1	1	1	1	1	8
8	141-175	2	1	1	1	1	1	7
9	Up to140	1	1	1	1	1	1	6

i. Minimum staff to be provided for Upper Primary sections up to 100 enrollment in classes VI – VII shall be 4 subject teachers.

ii. Minimum staff to be provided for Upper Primary sections up to 140 enrollment in classes VI – VIII shall be 6 subject teachers.

iii. In Upper Primary Schools with enrolment slabs crossing over and above 386-420 student enrolment, one additional school assistant post for every 35 additional enrolment of Students may provide in the order of SA (Maths), SA(English), SA(First Language), SA(SS), SA(BS) and SA(PS).

iv. Recommended Staff Pattern for Upper Primary Schools shall be on the basis of norms indicated in Table II-A & B.

v. In case required SA posts are not provided to U.P. Schools as per Table II A & B due to non-availability of surplus sanctioned posts, surplus SGT post may be allotted to ensure comprehensive instructions in the school. Against those deployed SGT posts, SGTs having academic and training qualification in Science, Mathematics and English shall be preferred.

vi. Similarly, in case required School Assistants posts are not provided to High Schools as per table III-A due to non-availability of surplus sanctioned posts, School Assistants posts from UP schools may be shifted to High Schools. While shifting such posts, posts from lower enrolment i.e. (i) below 20 in the case of UP schools having 6^{th} and 7^{th} classes(ii) below 30 in the case of UP schools having 6^{th} to 8^{th} classes schools may be considered in the first instance.

vii. The Language Pandits in Commissioner Pool due to up gradation shall be adjusted against vacant SGT post in needy UP Schools (up to VIII) in descending order of enrolment.

viii. The staff pattern for Primary Sections in Upper Primary Schools shall be as per Table –I.

ix. In Table II (A) and II (B) School Assistant (PS & BS) both should be considered as School Assistant Science.

High School(Telugu/English) VI to X classes - Staff pattern

(Designed keeping in view posts required as per RTE 2009 and RMSA norms and available posts in the State)

(Table –IIIA)

Sl. No	Range VI to X class (Single Medium)	HM	SA M	SA PS	SA BS	SA Eng	SA SS	SA I Lang	SA II Lang	SA(PE) /PET	C/D/ M	Total
1	1161-1200	1	6	6	5	6	6	6	4	3	1	44
2	1121-1160	1	6	6	5	6	6	6	4	3	1	44
3	1081-1120	1	6	5	5	6	6	6	4	3	1	43
4	1041-1080	1	5	5	5	6	5	6	4	3	1	41
5	1001-1040	1	5	5	5	6	5	6	4	3	1	41
6	961-1000	1	5	5	4	5	5	5	4	3	1	38
7	921-960	1	5	5	4	5	5	5	4	3	1	38
8	881-920	1	5	4	4	5	5	5	4	3	1	37
9	841-880	1	5	4	4	5	4	5	3	3	1	35
10	801-840	1	4	4	4	5	4	5	3	3	1	34
11	761-800	1	4	4	3	4	4	4	3	3	1	31
12	721-760	1	4	4	3	4	4	4	3	2	1	30
13	681-720	1	4	3	3	4	4	4	3	2	1	29
14	641-680	1	4	3	3	4	3	4	3	2	1	28

15	601-640	1	3	3	3	4	3	4	3	2	1	27
16	561-600	1	3	3	3	3	3	3	2	2	1	24
17	521-560	1	3	3	2	3	3	3	2	2	1	23
18	481-520	1	3	3	2	3	3	3	2	2	1	23
19	441-480	1	3	2	2	3	2	3	2	2	1	21
20	401-440	1	3	2	2	3	2	3	2	2	1	21
21	361-400	1	2	2	2	2	2	2	2	1	-	16
22	321-360	1	2	2	2	2	2	2	2	1	-	16
23	281-320	1	2	2	2	2	2	2	2	1	-	16
24	241-280	1	2	1	1	2	2	2	1	1	-	13
25	201-240	1	2	1	1	2	1	2	1	1	-	12
26	Up to 200	1	1	1	1	1	1	1	1	1	-	9

Note:- C/D/M : Craft, Drawing, Music Teacher:-

i. The staffing pattern for High School shall be as indicated in Table IIIA above, including Success Schools.

ii. Minimum staff to be provided to High Schools up to 200 enrolment will be 9 subject teachers.

iii. A High School with enrolment slab crossing over and above 1201 student enrolment 1 additional School Assistant post for every 40 additional enrolment of Students may be provided in the order of SA(Maths), SA(English), SA(First Language), SA(SS), SA(BS), SA(PS) and SA(Hindi).

iv. If the enrolment in English Medium in Success Schools is >50 to 200, 4 Teachers (i.e. 1 S.A. (Maths), 1 S.A (P.S), 1 S.A (B.S) and 1 S.A. (SS)) shall be provided, in addition to the staffing pattern defined in Table III A.

v. If the enrolment in English Medium is >=201 the staff will be additionally provided as a separate Unit as per the Table – IIIA, except Head Master Post, School Assistant (PE) / Physical Education Teacher Post and School Assistant Languages.

vi. Total enrolment should be taken as criteria in the case of SA Languages if more than one medium in the School.

Minor medium, enrolment of a Parallel Medium High School (Urdu/Hindi/ Kannada/Marathi/Oriya/Tamil etc.)**- Staff pattern**

(Table –IIIB)

Sl. No.	Range VI to X Minor Medium	SA M	SA PS	SA BS	SA SS	Total Posts
1	361-400	2	2	2	2	8
2	321-360	2	1	2	2	7
3	281-320	2	1	1	2	6

4	241-280	2	1	1	1	5
5	Up to 240	1	1	1	1	4

i. There shall be minimum of one School Assistant for 1st Language in Minor Medium.

ii. The recommended staff pattern for additional provision of subject teachers in Minor Medium/Parallel Medium High Schools is as per Table III-B in addition to Table III-A.

iii. For major medium enrolment for calculation of requirement of Teacher posts Table III-A and for Minor Medium enrolment Schools Table III-B are to be followed in the Minor medium / Parallel Medium High Schools.

4. Constitution of Committee:

For this purpose a committee may be constituted with the following members under the chairmanship of RDMA/ Commissioners of GVMC and VMC as the case may be:

i. RDMA/ Commissioner of GVMC / Commissioner of VMC – Chairman
ii. Head quarter commissioner – Member Convener (When there are IAS Commissioners, the AC/ DC will be the Member Convener)
iii. Dy. E.O., of School Education Department – Member
iv. Senior most Head Master of the High School – Member
v. Senior most Head Master of the Upper Primary School – Member
vi. Senior most Head Master of the Primary School – Member
vii. Mandal Educational Officer of School Education Department – Member.

5. The Criteria for identification of re-apportionment of teachers shall be as follows:

a. Surplus and deficit posts shall be arrived basing on the child info enrollment as on **30.09.2021.**

b. School is the unit for assessing the surplus and deficit.

c. When a post is found surplus and proposed for shifting to a teacher deficit place, those teachers who have completed 8 years of service at that particular school shall be shifted.

d. If any teacher who has not completed 8 years but happens to be a senior teacher in the school and if he/she is willing to work at the new school he/she may be shifted.

e. In case of non-availability of © & (d) junior most teachers as per the service rendered in the cadre shall be shifted.

II. Transfers

6. Criteria for Transfer :

(i) The following categories are Head Master/Teacher in Municipality/Municipal Corporations shall be transferred.

a) Those Teachers who have completed 8 Academic years of service and those Headmasters who have completed 5 Academic years of service as on date of closure of schools in a particular school in the Academic year 2019-20 shall be transferred compulsorily (more than half the Academic year would be considered as a complete full year for this purpose and less than half would not be considered.

b) Provided those who are going to retire within two (2) years from 01st October of the year in which transfers are to be taken up shall not be transferred until and unless the incumbent requests for such transfer.

(ii)

a) The male Headmaster / Teacher aged below 50 years as on 01st October of the year (in which transfers are to be taken up) and working in Girls High School.

b) If no women Headmasters / Teachers are available to work in Girls High Schools, then the male Teachers who crossed 50 years of age as on 01st October of the year in which Transfers are to be taken up, may be considered for posting to such schools.

(iii) Headmaster/Teachers who have completed a minimum period of two years of service in a School as on 01st October of the year in which transfers are to be taken up shall be eligible to apply for request transfer.

(iv) Criteria for identification of teachers being shifted on re-apportion is as follows:

a) When a post is found surplus and proposed for shifting to a teacher deficit place, those teachers who have completed 8 academic years of service at that particular school shall be shifted.

b) If any teacher who has not completed 8 academic years but happens to be a senior teacher in the school and if he is willing to work at the new school he/she may be shifted.

c) In case of non-availability of (a) & (b) junior most teachers as per the service rendered in the cadre shall be shifted.

(v) The Headmasters and Teachers who have completed 5 academic years of service and 8 academic years of service respectively as NCC/Scouts officer should be posted in a vacancy in a school where there is

NCC/Scouts unit. If no vacancy is available in other School having NCC/Scouts Unit they shall be continued in the same school on their request.

(vi) Preference shall be given to Head Master, who have studied the language concerned (Urdu / Tamil / Kannada / Oriya) Language as 1st Language as main subject to the respective Medium Schools.

(vii) The number of academic years of service completed in a particular school, in a particular cadre should be taken into consideration.

(viii) Visually challenged teachers are exempted from transfers. However, if such teachers desire to apply for transfer, they may apply for transfer counseling.

(ix) Transfers shall be effected within the present unit of appointment in which the teacher is working.

7. Schedule for Transfers:

The Commissioner & Director of Municipal Administration shall draw the transfer schedule and communicate the same to the competent authorities for effecting transfers from time to time.

The Commissioner & Director of Municipal Administration shall also facilitate the process through appropriate Information Technology (IT) solution.

8. Transfers Counseling:

All the transfers shall be processed only by applications filed and options exercised through an online process. Transfer orders will be issued by the concerned appointing authorities.

9. Competent Authority for Postings & Transfers:

The appointing authority concerned shall issue transfer and posting orders based on the final outcome of the web options exercised by the Teachers.

10. Entitlement Points –

(A) Common Points:

(i) For the total service rendered– 0.5 point for every year of completed service in the total service in all categories as on 01st October of the year in which transfers are to be taken up.

(Maximum 15 points)

(ii) For the service in the present school – 1 point for every year of completed service in the present working school in all categories as on 01st October of the year in which transfers are to be taken up.

(Maximum 8 points)

(B) Special Points (Extra Points):

Sl. No.	Item	Entitlement Points
(i)	Un-married female Teacher/Head Master	5
(ii)	Teacher whose spouse belongs to State Government or Central Government or Public Sector undertaking or Local Body, AP Residential Educational Institutions Societies, Aided Institution or **A.P. Model Schools and working in the same district/zonal cadre and adjacent district.** Headmasters/Teachers may opt for transfer to a place within the District or to Adjacent Mandal / Division to the neighbouring District towards the nearer place of working of his/her spouse. The benefit of spouse points shall be applicable to one of the **spouses once in 5/8 years only**. An entry to this effect shall be recorded in the SR of the Headmaster/teacher concerned under proper attestation. If both the spouses are under compulsory transfer / re-apportion, he/she may be permitted to opt any place in the unit of appointment. If one of the spouses is under compulsory transfer / re-apportion, the spouse who is in the first spell counselling may be allowed to opt any place in the unit of appointment, if his / her spouses is under compulsory transfer / re-apportion. If the spouse is working in the neighbouring district / adjacent district, the teacher availing spouse points should opt to nearest place in the district to the working place of her / his spouse in the adjacent district. A copy of certificate issued by the competent authority shall be enclosed to the check list to consider cases under this category.	5
(iii)(a)	Physically handicapped i.e., those with not less than 40% to 55% Visually challenged/ Orthopedically handicapped/ hearing impaired.	5
(b)	Physically handicapped i.e., those with not less than 56% to 69% Visually challenged/ Orthopedically handicapped/ hearing impaired.	10
(iv)	The President and General Secretary of the recognised Teachers Unions at the State and District Levels	5

Total Special Points 25

C. Re-apportion Points:

The Head Masters/ Teachers who are affected by re-apportion are eligible for extra points over and above already secured points. The Head Masters/ Teachers who have completed 5 academic years of service and 8 academic years of service respectively as on date of closure of schools are not eligible for Re-apportion points.	**5 points**
Total Points	**53**

Note: If option is not given, he / she will be allotted to leftover vacancies only.

11. In case of Tie in Points secured:

In case of entitlement points for two or more applicants are equal,

a) The seniority in the cadre shall be taken into account.

b) Priority to the candidate basing on the date of birth (Senior)besides guideline (a) above.

c) Women.

12. Preferential categories:

The following categories shall be taken precedence in the seniority list, in the order given below, irrespective of their entitlement points.

a) Physically handicapped i.e., those with not less than 70% / Visually challenged /orthopedically- handicapped /Hearing Impaired.

b) Widows/ Legally separated female

c) Teacher who is suffering with the following diseases, in which he / she is undergoing treatment.

i) Cancer
ii) Open Heart Surgery/ correction of ASD/Organ Transplantation
iii) Neuro Surgery
iv) Bone TB
v) Kidney transplantation / Dialysis
vi) Spinal – surgery

d) Applicants with dependents i.e., Mother, Father, Spouse, Children who are mentally retarded and are undergoing treatment.

e) Children suffering with holes in the Heart by birth and undergoing medical treatment available only at specified places to which they are seeking transfers.

f) Applicants with dependent children suffering from juvenile Diabetes

g) Applicants with dependent children suffering from Thalassemia Disease.

h) Applicants with dependent children suffering from Hemophilia Disease.

i) Applicants with dependent children suffering from Muscular Dystrophy.

j) Spouse of the Service/Ex-service person in Army/Navy/Air Force/BSF/ CRPF/CISF.

Note1: Where the preferential category is claimed on health grounds as per guideline 12 (d), (e), (f), (g), (h), (i) and (j) latest medical reports of the hospital should be submitted to the concerned appointing authorities. However, candidates selected under PH quota and recorded in SR need not furnish any certificate afresh.

Note 2: The Headmaster should avail either the preferential category (Guideline 12) or the special points (Guideline 10 B (i to iv)) once in 5 years and an entry is to be made in his/her SR.

The Teacher should avail either the preferential category(Guideline 12) or special points (Guideline 10 B (i to iv)) once in 8 years and an entry be made in his/her SR without fail.

Note3: The Headmaster / Teachers who have availed the preferential category or spouse category in the earlier transfer counseling and now shifted under Re-apportion without completion of 5 academic years of service/ 8 academic years of service respectively shall be given the respective benefits / entitlement points along with the Re-apportion points.

13. Notification of Vacancies:

(i) The following vacancies shall be notified for the purpose of counseling:

a) All clear vacancies.

b) All the vacancies arising due to compulsory transfers as per Guideline 6.

c) Resultant vacancies arising during counseling

d) Vacancies existing due to authorised / unauthorized absence of teachers for more than 1 year.

(ii) Leave period vacancies likely to arise due to Maternity Leave, Medical Leave should not to be notified. They can be filled up by work adjustment, if the period is beyond 4 weeks.

(iii) The committee shall arrive the number of vacancies i.e. the difference between sanction and working in each cadre.

(iv) The Head Master/Teacher vacancies shall be computed based on the UDISE data with cut-off date as on 02.11.2020 and by taking into consideration the teacher pupil ratio and as per the re-apportion norms as notified by Government from time to time. This shall be reconfirmed by the Commissioner of the respective ULB after field level verification with the approval of RDMAs concerned.

(v) Vacancies of School Assistant (PS) and School Assistant (Maths) in U.P. Schools shall be specified.

14. Publication of Vacancies and Seniority List:

(i) The following lists shall be published on the website specified for the purpose and also displayed at the O/o RDMA and O/o Municipal Commissioner concerned.

a. The list of Schools

b. The School wise vacancy position of Headmaster/School Assistant/ Secondary Grade Teacher and equivalent categories for counseling.

c. Subject to the procedure prescribed in clause (2) below, the list of names of the Headmaster / Teacher who applied for transfer with entitlement points.

(ii) After the last date for applying for transfers as per schedule, the seniority list shall be prepared, using software for generating the entitlement points subject wise, medium wise and the seniority list with entitlement points shall be published in the website specified for the purpose and also on the notice board of RDMA/Municipal Commissioner.

15. Online Application and Process for Web Assisted Counseling.

(i) The Headmasters/Teachers shall apply for transfer in the prescribed online services for web based for allotment at https://cdma.ap.gov.in

(ii) Only online applications received through the website shall be considered for transfer and processed further.

(iii) After completion of the online submission, the applicants shall thereafter

obtain the printout of the application from the specified website and submit the same duly signed to their respective Municipal Commissioner as the case may be.

Note - Submission of Hard copies is only for verification purpose and shall not be processed for transfer.

(iv) The Headmaster / Teacher who is eligible as per the criteria prescribed in Guideline 6 may apply online through website specified for the purpose in the prescribed proforma and the particulars furnished in the proforma shall be final and no modification shall be allowed.

(v) An applicant seeking to apply under Preferential categories / spouse category shall also submit along with application the latest certificate from the competent authority in this regard.

(vi) After receipt of applications, the authorities concerned shall display the provisional seniority lists and call for objections if any. After redressing the objections / grievances, the authority shall display the final seniority along with the entitlement points in the website / notice board.

(vii) Once the Headmaster / Teacher submits an application through online it shall be final. No teacher is allowed to apply twice on online.

(viii)

1. The Head Master / Teacher who is compulsorily transferrable under Guideline 6 should select all options.

2. If any Headmaster / Teacher who is compulsorily transferable under Guideline 6 does not apply online and exercise his/her options shall be transferred to the available left over needy vacancies, apart from taking disciplinary action deemed fit.

(ix) Any Head Master / Teacher who is under compulsory transfer and does not apply / submit his / her transfer application serious view will be taken against the Head Master / Teacher and appropriate disciplinary action initiated.

16. Receipt and disposal of objections / Grievances:

(i) Objections if any in respect of the seniority list and entitlement points published as per Guideline 10A may be filed online by any applicant together with evidence in support of such objection within the time specified for this purpose in the schedule.

(ii) The RDMA/Municipal Commissioner, as the case may be, shall cause verification of all objections and pass orders disposing of the same. In cases where objections are upheld, the RDMA/Municipal Commissioner shall cause the necessary corrections in the seniority list and publish the same on the website.

17. Counseling.

(i) Transfers and postings of Headmasters/Teachers shall be done on the basis of entitlement points as specified in these guidelines.

(ii) After finalization of seniority lists and notification of vacancies, Options shall have to be exercised by the teachers through web counseling.

(iii) Transfer orders shall be issued by the appointing authority on the basis of the final lists drawn online duly following the above procedure.

18. Committee for Transfers and Counseling:

For the purpose of conduct of Transfers counseling, the following committee has been proposed.

1. Regional Director of Municipal Administration concerned/Commissioner of GVMC/VMC as the case may be.
2. One Nodal Officer to be identified by RDMA/Commissioner of GVMC/VMC as the case may be.
3. One Commissioner/Additional Commissioner in the District/Zonal Commissioner/Deputy Commissioner in case of GVMC/VMC.
4. One senior most Head-Master of the High School in the District may be identified by the RDMA/Commissioner of GVMC/VMC as the case may be.

Note: (i) Counseling shall be done by this committee with the support of web counseling system.

(ii) The Appointing Authority concerned shall be competent authority to issue transfer orders to all the teachers working in the Municipal Schools after the approval by the Committee.

19. Issue of Transfer orders:

(i) The competent authorities concerned shall issue posting orders to all the HMs /Teachers of one category in one proceedings only, duly enclosing the names of the teachers transferred and places of postings on transfer in one annexure. No individual transfer orders shall be issued.

(ii) The Headmasters/Teachers who are to be compulsorily transferred and who do not apply for counseling, shall be given posting orders in absentia to the left over needy vacancies at the end of the web counseling of that particular category of teachers.

(iii) Once transfer orders are issued by the competent authority with the approval of the committee, review or modification of orders shall not be considered, either by the committee or by the competent authority.

(iv) In all the orders of the transfer, the condition is to be included that the orders shall be subject to outcome of SLP in Supreme Court of India and other pending cases.

(v) The transfers effected shall be displayed on website and also at the office of RDMA and Municipal Commissioner after completion of counseling.

20. Date of Relief and Joining :

(i) The Headmaster / Teacher who are on transfer shall be relieved within 7 days from the present place of working on receipt of the transfer orders and he / she shall join in the new school where they are posted on the next day of issue / receipt of orders. Provided the Teachers (including subject teachers) who are transferred under Transfer Counseling shall be relieved subject to the condition that there shall be 50% of regular teachers (fraction shall be treated as one) working in the school and also only the senior most Teachers (including subject teachers) shall be relieved.

Examples:-

a) If only one Teacher (including subject teachers) is working in the School and got transfer he / she shall not be relieved without substitute.

b) If two Teachers (including subject teachers) are working in the School and got transfer, the junior in the school shall not be relieved without substitute.

c) If three Teachers (including subject teachers) are working in the School and got transfer, the two juniors in the school shall not be relieved without substitute.

d) If four Teachers (including subject teachers) are working in the school and got transfer, the two juniors in the school shall not be relieved without substitute.

e) Likewise, if eleven Teachers (including subject teachers) are working in the school and got transfer, the six juniors in the school shall not be relieved without substitute.

f) **Work Adjustment shall be completed within 15 days after completion of Transfers exercise.**

(ii) Headmaster / Teacher who does not so join cannot claim compulsory wait, under any circumstances, for any reason.

21. Appeal.

(i) An appeal against the orders of the appointing authorities i.e., RDMAs/Commissioner of GVMC/Commissioner of VMC as the case may be shall lie with the Committee constituted as per Guideline 18, such appeal should be submitted within 10 days.

(ii) All such appeals shall be disposed off by the Appellate authorities concerned within 15 days from the date of receipt of the appeal.

22. Revision.

(i) The Commissioner and Director of Municipal Administration may either suo-moto or on an application received from any person aggrieved by the orders of the Appointing Authority/Appeal Committee may call for and examine the records in respect of any proceedings of transfer to satisfy himself about its regularity, legality or propriety. If, in any case, it appears to him that any such proceedings should be revised, modified, annulled or reversed or remitted for reconsideration, he may pass order accordingly or remand the case with any direction so as to rectify any violation of guidelines or discrepancy. Such orders shall be implemented by the authority concerned.

(ii) The Commissioner and Director of Municipal Administration may stay the implementation of any such proceedings, pending exercise of its powers under Guideline 22 (i) above.

(iii) Revision exercise and issue of orders shall be completed within 4 weeks from the date of receipt of revision application.

(iv) The teachers who have any grievance on the transfer counseling should avail all levels of appeal provisions before going for other legal remedies.

23. Disciplinary Action for furnishing false Information & violation of Guidelines.

(i)

a) Any Headmaster / Teacher, who has submitted false information and certificates shall be liable for disciplinary action in addition to prosecution, as per guidelines, apart from cancellation of transfer benefit and shall be re-posted left over vacancy.

b) The Headmaster/MEO/DYIOS/DyEO/Principal of APMS/Municipal Commissioner/ who have countersigned such false information shall be liable for disciplinary action in addition to prosecution as per guidelines.

(ii) The appointing authorities concerned who issued orders in violation of these guidelines or instructions issued by Commissioner and Director of Municipal Administration from time to time in the matter shall be liable for disciplinary action as per guidelines.

(iii) The transfer orders, once issued and the appeals are once disposed off and revision orders issued, shall be final, and the Headmaster / Teacher shall join the place of posting without any further delay. For any unauthorized absence "no work-no pay' provision shall apply besides disciplinary action, as per guidelines.

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